

C-O-N-F-I-D-E-N-T-I-A-L

Subject file

Approved For Release 2000/08/30 : CIA-RDP80-00773A000100040026-0

9 AUG 1979

MEMORANDUM FOR: Acting Deputy Director for Administration
25X1A FROM: [REDACTED] Acting Director of Personnel
SUBJECT: Office of Personnel Report -
Week Ending 8 August 1979

25X1A 1. Feedback - Placement Officers Conference: We have had encouraging feedback from the Minority Placement Officers Conference of 30-31 July and have already received referrals. For instance, Mr. Samuel Hall of Howard University referred two candidates to [REDACTED] of our Washington Area Recruitment Office.

On 2 August, Recruiter [REDACTED] received calls from 25X1A three conference attendees: Dr. Edwards of Norfolk State, Mr. McCain of Virginia State, and Mr. Merritt of North Carolina Central. Each said he had thoroughly enjoyed the conference and thought it was great. Each also stated he knew it was now up to the placement officers to produce and that they recognize their students will have to compete. They seemed to understand our needs. Dr. Edwards is going to submit an application himself, as is Ms. Villines of Elizabeth City State who reportedly is interested in being a recruiter. (U)

2. Retirement Planning: Officers of our Retirement Affairs Division continue to exchange ideas of mutual interest with counterparts of the National Security Agency (NSA). Recently, NSA expressed a keen interest in two of the speakers we had last year in our Financial Planning and Retirement Information Seminars. The speakers were Mr. Wayne Nelson on Investments and Mrs. Lloyd Plaine on Legal Affairs. Mr. Nelson is a vice-president at Merrill Lynch in Washington, D.C., and Mrs. Plaine is a lawyer with the firm of Sutherland, Asbill and Brennan, also of Washington, D.C. NSA has extended an invitation to them to lecture at the next NSA Retirement Seminar in October 1979. As a result of discussions with our Retirement

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25X1A Affairs Division, NSA has also expressed interest in initiating a Financial Planning Seminar for its younger employees. We have extended an invitation to [REDACTED], the NSA Seminar Planner, to attend our third annual Financial Planning Seminar scheduled for September 1979. (U)

25X1A 3. Senior Executive Service: [REDACTED] 25X1A [REDACTED], the Senior Executive Service (SES) Task Force, met on 2 August 1979 to discuss additional details of the compensation and award aspects of the CIA SES system. (C)

4. Vacancy Notice: We are in the process of issuing Vacancy Notice #500 in calendar year 1979 with almost five months to go. Total vacancy notices issued in 1978 was 441. (U/AIUO)

5. Summer-Only Program: Approximately one-half of the Summer-Only Questionnaires have been returned so far. Those who commented about the Summer-Only Day were overwhelmingly in favor of continuing it. Several referred to the favorable influence the presentation had on their motivation, plans to major in languages, and the interest the Agency has in its Summer-Only employees. (U/AIUO)

25X1A 6. Improving the Appearance of Central Processing Branch: With the assistance of [REDACTED] of the Fine Arts Committee, the carpenter shop, and the generosity of some of the airlines, travel posters have been mounted on the walls of the Central Processing Branch (CPB). The posters depict various places in the world and tend to give CPB a motif which coincides with the travel and transportation functions of the Branch. (U)

7. Educational Aid Fund: The Board of Trustees of the Educational Aid Fund (EAF) met on Thursday, 2 August, and approved the winners of grants and loans chosen by the Selection Committee. Approval was given to disburse nine grants totaling \$16,500 and 43 loans totaling \$37,500. An awards ceremony is being scheduled for the winners of special grants and letters are being prepared informing all applicants of the status of their applications. (U)

8. Blood Donor Program: A total of 127 units of blood was collected at the Agency's monthly Blood Donor Day on 7 August 1979. This compares with 130 units donated last month.

Delays up to two hours were experienced by donors due to a shortage of nurses. According to a spokesman from the American Red Cross, there are not enough nurses to go around and there is also a job action (partial strike) being conducted by the nurses at this time. Most donors were aware of the situation and few complaints were received under the circumstances.

The Office of Technical Service is being asked to produce the plaques that are to be awarded at the Annual Awards Ceremony to be held on 18 September 1979. The plaques are in recognition of four Agency employees who have made significant contributions to the American Red Cross Blood Donor Program. (U)

9. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June is 71. (U)

10. Rehired Annuitants: See attached report. (U)

COMING EVENT:

Promotion Projections: Preparation has begun for a briefing of the DD/O on 30 August 1979 concerning promotion projections and professional input projections. A briefing of the AD/NFAC on promotion projections will be scheduled the week of 20 August. Year-end projections are being prepared for the Comptroller's Meeting on 24 August 1979.

25X1A

Att

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25X1A EA-D/Pers [REDACTED] rj (9 August 79)

WEEKLY REPORT OF REHired CIVILIAN ANNUITANT
ACTIVITIES FOR THE AGENCY (1 to 7 August 1979)

1. The following rehired civilian annuitant cases were processed as new hires:

DDA



Independent Contractor,
Office of Personnel,
effective 13 August 1979 (U)

25X1A

DCI



Contract Employee, IG,
effective 6 August 1979 (U)

DDSGT



Independent Contractor,
OD&E, effective 1 August
1979 (C)

NFAC



Independent Contractor,
OWI, effective 1 August
1979 (U)

2. The following rehired civilian annuitant case was terminated:

DDA

25X1A



Independent Contractor,
Office of Security,
terminated 28 July 1979 (U)